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OMB

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

BULLETIN NO. 72-4, Supplement No. 2

June 6, 1973

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of grade escalation in the General Schedule

1. The 6.1 percent cost-of-living increase in Federal civil service annuities, effective July 1, 1973, for employees retiring before that date, is expected to spur a substantial increase in retirements of General Schedule employees. These retirements will provide an opportunity for careful reassessment of staffing needs. Vacant positions which contain non-essential supervisory responsibilities and overlapping duties should be restructured to the lowest possible grade levels consistent with position classification principles.
2. Each agency is reminded of the requirement to submit an average grade report as of June 30, 1973, to the Office of Management and Budget (OMB) by August 14, 1973. This report will be the final average grade report prepared by agencies under this Bulletin. OMB oversight of each agency's grade control performance will be continued after June 30, 1973 on the basis of monthly reports from the Civil Service Commission's automated Centralized Personnel Data File. When necessary, selective grade controls will be applied to individual agencies with inappropriate staffing and grade escalation trends.
3. The June 30, 1973, average grade report to OMB should indicate all persons retired on June 30, 1973 in the attached format.
4. This supplement expires upon submission of the August 14, 1973, reports mentioned in paragraph 2, above.

ROY L. ASH
DIRECTOR

Attachment

Department of Government

June 30, 1973

Grade Distribution

Grade	Number of Full-time Employees		
	June 30, 1973 Actual	Retirements on June 30, 1973	June 30, 1973 Actual Minus Retirements
GS - 1	113	-	113
2	456	4	452
3	1,332	41	1,291
4	1,674	47	1,627
5	1,949	39	1,910
6	1,208	17	1,191
7	2,250	38	2,212
8	780	26	754
9	3,070	77	2,993
10	412	19	393
11	2,254	67	2,187
12	2,449	94	2,355
13	2,333	108	2,225
14	1,639	91	1,548
15	1,133	56	1,077
16	224	15	209
17	84	6	78
18	30	4	26
TOTAL	23,390	749	22,641
AVERAGE GRADE	9.0831	10.3738	9.0404